## MARS Data Entry Module Shortcuts

| Icon | Function | Description |
|---|---|---|
| | Save Ctrl+S | Saves (commits) a completed or partial record to the database. |
| | Enter Query | Clears an existing record of data and allows the user to enter query information in a field. |
| | Execute Query Ctrl+F11 | Retrieves records matching the query criteria. |
| | Cancel Query F4 | Cancels the query mode and returns the system back to edit mode in the form. |
| | Up Up arrow | Used to scroll up through records applicable to a particular record, list or menu option. |
| | Down Down arrow | Used to scroll downs through records applicable to a particular record, list or menu option. |
| | Add Ctrl+Down arrow | Adds a new record or line. |
| | Delete Ctrl+Up arrow | Deletes a record or line. |
| | Duplicate Shift+F6 | Copies the selected record. |
| | Show Value Ctrl+L | Displays the Lists of Values. |
| | Exit F4 | Exits the Form. |

## MARS Reporting & Querying Module Shortcuts

**Web Intelligence "Reading Mode" Toolbar**

| Option | Description |
|---|---|
| Web Intelligence | The **Web Intelligence** menu lets you show or hide the following parts of the user interface:<br>• Filter Bar<br>• Outline<br>• Left Pane<br>• Report Tabs<br>• Status Bar |
| Open | Opens another Web Intelligence document for viewing. |
| Save | Saves changes, saves the document under a new name, or saves the document locally in various formats. |
| Print | Creates a PDF version of the document so that you can print it. |
| Find | Searches for text in the document. |
| History | Shows the dates of document instances. |
| Send | Sends the document to various destinations. The available destinations may vary depending on what your system administrator has enabled. |
| Undo | Reverses the previous action. |
| Redo | Reverses the Undo action. |
| Refresh | Refreshes the current tab or the entire document. |
| Track | Lets you set options for tracking changes. |
| Drill | Lets you drill up or down document data. |
| Filter Bar | Shows or hides the Filter Bar. |
| Outline | Shows or hides the document outline. |
| Reading | Lets you view the document in HTML or PDF mode. |
| Design | Lets you modify the document that you are viewing currently. |

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## MARS Support

### Questions or Problems?

For MARS account administration and application issues please contact:

**MARS.Support@noaa.gov**
**Phone: (301) 427-8888**
**Fax: (301) 713-1742**
**Mon-Fri 7:30 am - 5:30 pm (Eastern)**

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For local desktop issues, installing required components, and connectivity problems please contact your local IT support center.

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For financial or business related questions please contact the MARS Project Manager or your MARS Line Office Administrator or FMC Administrator. A listing of FMC Administrators can be found on the MARS website.

**MARS Project Manager**
Tarandeep Bawa          (301) 427-6959

**NWS Administrator**
Mary Rieck          (301) 427-6969

**NMFS Administrator**
Brian Brown          (301) 427-8745

**NOS Administrator**
Renee Galloway          (301) 713-3050 x119

**NMAO Administrator**
Tonya Coleman          (301) 713-7642

**NESDIS Administrator**
Nicole Kiourkas          (301) 713-9230 X164

**OAR Administrator**
Michelle Chawlk          (301) 734-1160

**Program Support Administrator**
Daniel Bess          (202) 482-3938

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# Management Analysis & Reporting System

## MARS
### Management Analysis & Reporting System

# MARS Quick Start Guide

**https://mars.rdc.noaa.gov/**

## Welcome to the Management Analysis & Reporting System (*MARS*)

The Management Analysis and Reporting system (MARS) is an enterprise budget execution and financial reporting application for line offices, staff offices, and FMCs. MARS provides functionality which allows users to track commitments, forecast labor, plan execution-year budgets, and conduct financial reporting and analysis. The primary data source MARS uses is the Commerce Business System (CBS), NOAA's financial accounting system.

MARS is composed of two modules, the **Data Entry Module**, and the **Reporting and Querying module**. Each module requires a separate user ID and Password.

## Getting Started with MARS

1. Before attempting to log into either of the MARS modules, make sure that all required software and plug-ins have been loaded on your computer. *Please see the table in the Hardware / Software Requirements section for details.*

2. To Access the MARS application go to the following URL:
   **https://mars.rdc.noaa.gov/**


Log In
Data Entry Module
Reporting & Querying

3. Click on either the *Data Entry* or the *Reporting and Querying* button to access that particular module.

When prompted enter the user name and password provided to you by your MARS Administrator for that module.

### Getting Started with the MARS Data Entry Module
When you log into the MARS Data Entry Module for the first time, you will be prompted to change your password.

If not prompted, go to the "My Profile" page (from the link on the top of the Data Entry Main Page) and click on the "Change Password " button. Once your password has been reset, you can resume using the application by selecting one of the tabs on the top of the page.

### Getting Started with the MARS Reporting and Querying Module

When you log into the MARS Reporting and Querying Module for the first time you will be prompted to change your password.

If not prompted, once inside the application click the "Preferences button" in the upper right corner of the screen. Then select "Change Password."

Enter your old password, followed by your new password. Enter the new password again, then click the "OK" button.

Once your password has been reset you can resume using the application.

## Department of Commerce Password Policies

MARS passwords must comply with the DOC password policies (Passwords must contain at least 12 characters with a mix of any 3 of the following: upper and lower case letters, numbers, and special characters (!@#$%^&*)

MARS Passwords will expire after 60 days. The account will be locked after 3 incorrect login attempts are made.

## MARS Training

### Data Entry Module
Training for the MARS Data Entry Module is available by selecting "Training" from the top menu and then clicking "Data Entry."

### Reporting and Querying Module
Training for the MARS Reporting and Querying Module is available by selecting "Training" from the top menu and then clicking "Reporting & Querying".

Log in using your MARS Reporting and Querying Module User ID and password.

## Hardware / Software Requirements

| Hardware | | |
|---|---|---|
| Operating System | Windows XP, Windows 7 | MAC OS 10.5.X (MAC Leopard)<br>MAC OS X 10.6 (MAC Snow Leopard) is not compatible with DE |
| Memory | 512MB | 512MB |
| Resolution | 800X600 | 800X600 |
| Chipset | Pentium 4 | G4 |
| Hard Drive | 5GB of Free Space | 5GB of Free Space |
| **Software** | | |
| Browser | Firefox 31 or higher<br>IE 9 or 10 | Safari 7<br>Firefox 31 or higher |
| Adobe Acrobat Reader | Version 10 or higher | Version 10 or higher |

You can download the applications/plug-ins listed above by going to https://mars.rdc.noaa.gov and clicking on the "Downloads" drop-down menu at the top of the page.

### Important Info

- All Pop-up Blockers must be <u>DISABLED</u> in the browser settings in order to successfully access MARS

- All 3rd party Browser Add-on Toolbars (such as Google, Yahoo, MSN, Bing) need to be removed/disabled for Data Entry Forms'

- The Java Auto-Updater must be turned off to prevent accidental updates to the user's computer

- Performance of the Oracle applications interface is directly affected by the availability of resources on the client PC

- MacAfee Site Adviser Browser Plug-in is not compatible with Data Entry